Retrieving Your UserID and Password

Delaware Employment Link

Forgot your UserID or Password?

Follow these quick instructions to retrieve your sign-in credentials.

If you are applying for a new job, signing into “My Applications”, or scheduled for an online test, you will need to know your **UserID and your password** for the system.

**USER ID RETRIEVAL:**

If you have forgotten your UserID, there are a couple of ways to retrieve your ID.

If you are on the Home page [http://statejobs.delaware.gov/](http://statejobs.delaware.gov/) Select the Update Info button

It will direct you to login:

**Update Contact Information (Login Required)**
Select the words I Forgot My UserID
And you will see this screen:

**Retrieve UserID**

Please provide the following information to retrieve your UserID.

<table>
<thead>
<tr>
<th>Profile Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>First 3 letters of Last Name at Birth</td>
</tr>
<tr>
<td>Last Zip Code Provided</td>
</tr>
<tr>
<td>Month of Birth</td>
</tr>
<tr>
<td>Day of Birth</td>
</tr>
</tbody>
</table>

Your UserID will be displayed next. Record your UserID for completing or copying another application in the future.

Enter all of the information and select “Retrieve ID”
You will then see this:

**Retrieve UserID**

Your UserID is
Record it in a safe place for future reference.

You can:

- Log in now and retrieve your application
- Retrieve your password by e-mail
- Return to the Career Opportunities
- E-mail State of Delaware for further assistance
Password Retrieval:

If you forget your password, you can retrieve it also by selecting

Update Info

It will direct you to login:

**Update Contact Information (Login Required)**

![Login form image]

Select the words

I Forgot My Password

You will see this screen:

**Password Lost & Found**

Please provide the following information. A link for resetting your password will be emailed to you.

<table>
<thead>
<tr>
<th>Profile Information</th>
<th>Forgot your UserID?</th>
</tr>
</thead>
<tbody>
<tr>
<td>UserID</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

An email will be sent containing instructions for resetting your Password.

Send My Password Reset Link  Back  Return to Career Opportunities

Enter all of the information and select the blue box “Send My Password Reset Link” and you will get an e-mail that will include a link to reset your own password.
Onscreen you will see this to confirm the email was sent:

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**Email Sent**

An email has been sent with instructions for changing your Password. You must follow the instructions in the email within 24 hours. Depending on your mail server you should receive your password within minutes.

[Return to Career Opportunities]

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When your e-mail arrives from jobs@state.de.us and it will include a link to reset. The email will look like this:

Dear Rainy Day,

To reset your password, please visit the following link(s):

You must visit the above link and follow the instructions by 10/4/2016 8:10:36 AM.
Office of Management and Budget/Human Resource Management

Select the link and enter and confirm your new password and then select “Set my Password to change your password:

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**Password Reset**

To reset your password, please enter your new password in the form below.

Password

Confirm Password

[Set My Password]

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Remember your password should contain a minimum of 8 characters and must include both letters and digits.

The system will confirm that the password has changed:

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**Password Reset**

Your password has been changed.

[Return to Career Opportunities]

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If you need additional assistance, contact us at jobs@state.de.us or call 302-739-5458.